



***FACILITIES
MAINTENANCE
PROGRAM***

Established April 15, 1999

INTRODUCTION

KCTCS Facility Inspection Program

The Kentucky and Community and Technical College System has implemented a comprehensive Facility Inspection Program in all the facilities that are governed by the System. It is the intent of this program to inspect and identify those areas requiring maintenance in order to maximize the useful life of building components on each facility at every campus. Inspections to identify the conditions of all major building components will be performed annually by the Maintenance Director/Supervisor at each site. Should a site not have a qualified staff member to perform this inspection, staff members from the Division of Facilities Management will assist in this inspection upon request. It is the intention of KCTCS to maintain all facilities to the best of our capabilities subject to adequate staffing and funding.

Inspection forms have been developed for each major section of the building envelope. The person performing this inspection will be able to provide an objective evaluation on the condition of almost every aspect of what comprises a building and the surrounding site conditions. The Kentucky Community and Technical College System has attempted to prepare this inspection in a format that will correspond or allow the merging of information between the Facility Space Inventory and the Facility Inspection Program. In order to keep the inspection concise and complete each building on each campus can be evaluated in an Electronic Database format. Each building inspection is entered under its unique building number that relates back to CPE Facility Space Inventory. This makes the required yearly building inspections much easier for the colleges. All data can be separated and utilized in much more manageable and accessible way for KCTCS Facilities Management to access and track the college campus maintenance deficiency and needs. Also this allows for a history track ability of maintenance problems and needs over a five year period. A number has been assigned by the Council on Post Secondary Education to identify each institution and campus. This number will be reflected on each section of the inspection form for easy reference back to the Facility Space Inventory. We realize this was not part of the program that was to be submitted but it is an attempt to bring all facility data together in one common format.